

File : DDA

5 AUG
1980

ODP # 0-1075

STATINTL

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
Deputy Director for Operations
Comptroller
General Counsel
Legislative Counsel
Inspector General

STATINTL

FROM: [REDACTED]
Chief, Regulations Control Division
Office of Information Services

STATINTL

SUBJECT: Proposed HHB [REDACTED] Records Disposition Handbook, DRAFT A
(Job #9225)

FOR YOUR CONCURRENCE OR COMMENTS:

1. The attached handbook was initiated by Records Management Division, Information Services Staff, DDA. This is a new handbook which provides procedures for compliance with the Agency Records Disposition Management Program. Records management officers should be included among component coordinators.

STATINTL

2. Please forward your concurrence and/or comments to the Regulations Control Division by 26 August 1980. Concurrence sheets are attached for your convenience. Any questions may be directed to [REDACTED] extension 6758.

STATINTL

STATINTL

Attachments:

- A. Concurrence Sheet
- B. Proposed HHB [REDACTED]

cc: AO/DCI	OIS/RMD
AO/RMS-CTS	OIS/CRD
SSA/DDA	OIS/IPD
OIS	OL
OPPPM	ODP
OC	OS
OMS	OF
OTR	